

**City Council of the City of New Castle  
Special Council Meeting and Budget Workshop  
Town Hall - 201 Delaware Street – New Castle  
Wednesday – May 29, 2013 – 6 p.m.**

**Called to order:** 6:01 pm

**Roll call:**

Councilperson Megginson  
Councilperson Cochran  
Council President Barthel  
Councilperson Petty  
Councilperson Vannucci

**Also present:**

City Treasurer Janet Carlin  
Manager of HR/Finance Marian Delaney

**New Business**

**Motion, Discussion and Vote on Resolution 2013-13:**

Resolution 2013-13 recognizes The Benevolent and Protective Order of Elks Newark Lodge #2281 observance of Youth Week. This resolution was submitted by former Councilperson Gaworski and was discussed at a previous meeting, but never put on the agenda. Mr. Gaworski was present. Motion to approve Resolution No.2013-13 by Councilperson Megginson and seconded by Councilperson Petty. President Barthel read the motion. He asked for comments and questions. There were none. The resolution passed unanimously. Mr. Gaworski thanked the council on behalf of the Elks Lodge.

**Motion, Discussion and Vote on Resolution No. 2013-14:**

Resolution No. 2013-14 was submitted by Councilperson Megginson to approve filling a vacancy in the Public Works department for the Foreman position. Motion to approve by Councilperson Vannucci and seconded by Councilperson Cochran. President Barthel read the motion and asked for comments. Councilperson Megginson commented that two city employees have applied. The resolution passed unanimously.

**Appointment of Temporary Interim Public Services Director:**

Due to the vacancy of the City Administrator position, Council President Barthel asked that Police Chief Kevin P. McDerby be appointed to act as the Temporary Interim Public Services Director. There are daily tasks that need to be addressed. Council approved the temporary appointment unanimously.

**Request for Vendor's Permit for Ice Cream Truck**

This request from Christina Fowler of "Mister Softee" to vend Ice Cream from a roving truck within the city limits was carried forward. She appeared at the previous meeting. The truck has a route both inside and outside of the city and will be in the city once per day for approximately

1.5 hours. President Barthel suggested a restriction that the vending be stopped at dusk. Councilperson Vannucci noted that there is an ice cream vendor from New Jersey in Washington Park and Dobbinsville. Councilperson Cochran noted that noise complaints had been received in previous years due to ice cream vendors. President Barthel suggested that the permit can be revisited if complaints are received.

Permit was approved with the condition that permit can be revisited and activity will be monitored.

There was a discussion of the schedule for additional City Council Budget Workshop Sessions.

### **Council Review of Requests for the FY 2013/2014 City Budget**

#### **Historic New Castle Alliance – Linda Ratchford**

Linda Ratchford gave a handout to members of council highlighting the HNCA FY2014 City Budget Request.

Ms. Ratchford noted that city council has taken leadership on addressing vacant residential buildings and that empty commercial properties are also a detriment to town. She mentioned that the organization is all volunteer organization with aspirations to have a full-time director.

Ms. Ratchford reviewed things that the organization does. HNCA membership in Greater Wilmington Convention & Visitor's Bureau is leveraged for all town organizations. Other marketing efforts were highlighted including a new web site, 800 line, social media, and press. HNCA sponsors some events including a new bike event this fall and partners with or supports other organization's events.

Ms. Ratchford discussed the \$15,000 way finding grant received from New Castle County and the commitment from the former City Manager of \$4,000 match of in-kind labor. The Trustees have pledged a cash match. Other professionals are donating their time worth hundreds of dollars per hour. The grant will be used to improve signage and create new visitor maps.

HNCA is organized using the National Historic Trust Main Street model and is supported by Downtown Delaware of the Delaware Economic Develop Office. The purpose is to revitalize commercial districts, increase entrepreneurial opportunities, and enhance quality of place. The focus for HNCA will be to highlight opportunities for arts, low-impact recreation, and history. The organization has over 100 members. Anyone can come to the meetings and join the organization.

The HNCA request for FY14 is \$10,000. She discussed other ways the HNCA and city can partner but noted that financing the budget would be most helpful. Typical Main Street budget is \$100,000 with 25% to 35% coming from city government.

President Barthel noted that HNCA has received funding in previous years and asked about Delaware City's funding of their Main Street program. Ms. Ratchford noted that HNCA will be making a request of the Trustees and MSC. Councilperson Cochran noted that with the National Monument coming to town, it may be time to go with Main Street. President Barthel asked

about having a city employee manage Main Street as well as perform other duties. Councilperson Petty commented that she thought HNCA is doing a fine job and coming along.

### **Library – Julie Kirk**

Julie Kirk reviewed library activity for the past year with increases in circulation of 8% and visits by 4%. Part of the growth is due to the closure of the Bear library. There is growing use of ebooks which are funded by the Library Friends but additional support is needed. They have tracked the use of meeting rooms for the last four months and found many organizations from town as well as outside organizations have utilized the spaces for meetings.

The job center which started in September has proved to be very active with six to eight people each week. The services are provided by a grant. The programs for children, teens, and adults continue to be popular. One very successful program is Paws for Reading.

The New Castle Library is known for personal service. They continue to look for ways to meet the challenge of growth while continuing to deliver personal service. Funding is provided by the city, county and state. Funding received from the city increases the amount received from the state due to their formula.

President Barthel asked if the request is for the same amount. Ms. Kirk stated that would be acceptable but if more dollars are budgeted from the city, more funding would be received from the state. President Barthel asked if the funding provided by the Trustees is included in the state formula. Ms. Kirk replied that the state formula is based on total spending regardless of the source of funds.

President Barthel inquired about audited financial statements and asked that they be provided to Ms. Delaney. Ms. Kirk noted that New Castle does not receive the same level of funding as other county libraries.

Councilperson Cochran asked about any difference in funding between the New Castle library and other county libraries. Ms. Kirk explained that New Castle is compared to small libraries based on user visits and circulation but it is a medium sized library in terms of square footage. The current funding from the county has been reduced since 2008 and is \$357,000.

President Barthel asked about commitment from Trustees. Ms. Kirk responded that it will be the same as the previous three years.

### **Beautification Committee**

Ms. Delaney reported on behalf of the Beautification Committee that Mr. Dempsey submitted a letter requesting that they keep the unspent \$2,500 from FY13 to draw down and that they have not submitted a request for FY14.

### **Planning Commission**

Total budget request is \$28,000.00 for training, expenses, and the comprehensive plan update. President Barthel noted that the \$20,000.00 for the comprehensive plan update would be spent over a two year period.

**Tree Commission**

Total request is \$39,800.00 for tree pruning and removal, elm tree treatments, new plantings and professional services. Councilperson Cochran questioned the amount for plantings. President Barthel inquired about funds for emergency tree removals.

**Department Budget Requests**

City Manager of Finance Marian Delaney and City Treasurer Janet Carlin reviewed department budgets.

Department 0301/City Council: Budget request is \$118,366.00. There won't be an election in FY2014, so the budget line is zeroed. Ms. Delaney suggested that the transcription service contract be revisited with consideration for increasing the compensation.

Department 0302/Clerk & City Treasurer: Budget request is \$5,000. President Barthel inquired about a service contract on the recording equipment and asked Ms. Delaney to research the cost and value.

Department 0303/Finance Department: Budget request is \$3,500.00 for vacation and sick sellback. All other numbers need to be determined. There was discussion about the budget for the audit. President Barthel's understanding is that audit costs were higher in FY12 due to a new auditor and changes, but that those costs would not carry forward. Ms. Delaney responded that the auditor asked to make a presentation at a future meeting.

Department 0304/Administration: Budget request is \$38,650.00. Salaries and other personal costs have not been determined. Computer and hardware expenses to-date for FY13 includes a new server. Office supplies are purchased under state contract for administration as well as the commissions and committees. Costs for Fuel & Oil for the police department car used by the City Administrator and Councilperson Petty are posted elsewhere so year-to-date costs show zero. Fiber repair has been moved to building maintenance.

Department 0308/Human Resources: Budget request is \$8,650.00. Salaries will be plugged in later, but there is substantial savings due to having one part-time employee instead of two. Administrative expense is \$435 year-to-date, but it is due to a one-time expense and the recommendation is to budget \$50. Pre-employment background investigations should be increased due to outside source. Vehicle lease was for city administrator and wasn't used last year. Copier is coming up for renewal, and the city will use the state contract to get the best price.

Department 0401/Recreation: Budget request is \$24,800.00. Actual amount spent is largely dependent upon the number of kids that sign up for the program.

Department 1002/Professional Services: Budget request is \$70,750.00. The cost of the city engineer was high due to the permits for Washington Park this year. The budget will be \$15,000. The city solicitor costs for this year are over budget but will remain at \$42,000.

Ms. Delaney asked Councilperson Megginson if there was need for training costs in the Human Resource budget. There are training resources from the city that are free to the state.

Councilperson Cochran asked about a car for the city administrator and asked that it be plugged into the budget until a contract is negotiated with a new administrator. \$2,500 will be plugged in for now.

Future budget workshop presentation schedules were discussed.

**Meeting was adjourned: 7:15 pm**

Respectfully submitted,

Janet E. Wurtzel  
New Castle City Clerk